

## PUBLIC NOTICE

### APPOINTMENT OF JUDICIAL COMMISSIONER SHELBY COUNTY GOVERNMENT

MONDAY, SEPTEMBER 12, 2016

Pursuant to Tennessee Code Annotated, Section 40-1-111, the Shelby County Board of Commissioners will hold an election on Monday, September 12, 2016 at 3:00 P.M., in the Shelby County Commission Chambers, Lobby of the Vasco A. Smith, Jr. County Administration Building, 160 N. Main Street, Memphis, Tennessee, for the purpose of appointing two Judicial Commissioners, a full-time and a part-time position. Interviews will be conducted on Wednesday, September 7, 2016 at 11:00 a.m. at the above address, in the Commission's Committee located on the 6<sup>th</sup> Floor.

The Judicial Commissioner is responsible for performing related duties as required by the General Sessions Judges. The candidate appointed to the full-time position may not maintain a private practice of law in addition to his or her duties as a Judicial Commissioner. However, the part-time position allows the appointed candidate to continue in his/her civil practice of law. Minimum qualifications are a Juris Doctorate degree and licensed to practice law in the State of Tennessee and must have at least five (5) years of experience practicing law in the State of Tennessee. Qualified applicants must abide by the ethical standards and the disciplinary rules in the Code of Professional Responsibility of the Tennessee Supreme Court Rules and be willing to work weekends, holidays, and various shifts, e.g., 12 midnight-8AM, 8AM-4PM, 4PM-12 midnight.

#### Duties and Responsibilities

1. Makes probable cause determinations on every arrest in Memphis and Shelby County.
2. Denies or approves affidavits based on probable cause requirements.
3. Reviews, approves or denies misdemeanor citations.
4. Sets the amount of bonds to secure the appearance of defendants in both felony and misdemeanor matters.
5. Reviews and signs Ex (space) Parte Orders of Protection.
6. Conducts hearing by granting or denying orders of protection.
7. Issues arrest, search and seizure warrants.
8. Informs persons arrested of their rights to be represented by an attorney, the specific charges against them and the amount of their bond.
9. Performs related duties as required by General Sessions Judges.
10. All other responsibilities as required or directed.

Any citizen interested in applying for the office of Judicial Commissioner should submit an application for appointment online, a resume and cover letter that includes the position being sought (full-time or part-time) by Wednesday, August 31, 2016 at 4:00PM to:

Shelby County Board of Commissioners  
Attention: Qur'an Folsom,  
Chief Administrator  
160 N. Main Street, Suite 600  
Memphis, TN 38103  
Fax: 901-222-1002  
Phone: 901-222-1000  
BOC.email@shelbycountyttn.gov

Shelby County Government requires all employees to be residents of Shelby County, Tennessee at the time of hire.

All candidates must also complete an application by Wednesday, August 31, 2016 at 4:00PM which can be found on the Shelby County Board of Commissioners website. All candidates will be subjected to a background check.